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SECRET
Classification

ONLY 3 COPIES PREPARED

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160016-3

# REPORTS INVENTORY

CONTROL NO. SRB 028

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
PLACEMENT PROGRESS CHARTS

2. TYPE OF REPORT
- [x] STATISTICAL
- [ ] NARRATIVE
- [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA
- [x] PERSONNEL
- [ ] LOGISTICS
- [ ] MEDICAL
- [ ] TRAINING
- [ ] SECURITY
- [ ] FINANCE
- [ ] ADMIN. GENERAL
- [ ] OTHER (specify)

4. NO. OF COPIES PREPARED: 5

5. FREQUENCY (weekly, monthly, quarterly, etc.): MONTHLY

6. DISTRIBUTION (No. of components not number of copies): 5

7. FORMAT (memorandum, form computer print-out, etc.): FORM

8. ADP PROCESSING
- [ ] YES — IF YES GIVE ADP PROCESSING NO.
- [x] NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR

10. PREPARING COMPONENT (Include lowest level contributing information to report)
OP/CO1 SRB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
144 A+H, 206 ABCDE, 239 C, 188 A+B, 156, 153, 154, 101 A, 102 A,

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| GS-06-3 | 4.21 | | 1.1 | | 38.31 | | 12 | | 459.72 |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

TOTAL COSTS PER YEAR: 459.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.
Requested in various forms since 1961. It is used to establish a ready history of gains, losses, and recruitment changes for a four year period.

## 14. FUTURE GOALS

14A. PROPOSED BY COMPONENT FOR THIS REPORT
- [x] RETAIN AS IS
- [ ] CHANGE
- [ ] DISCONTINUE
- [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS —; DOLLARS —

15. DATE OF INVENTORY: 10-8-70

17. NAME AND

18. EXTENSION

STAT

FORM 142

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(22-36-43)

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